

HEALTH PROJECT ASSISTANT-DAD

Milwaukee Health Department, Family and Community Health Division

NOTE: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

The Milwaukee Health Department is a leader in assuring that Milwaukee is the healthiest city in the nation.

PURPOSE: Under the direction of the Family and Community Wellness Manager, the Health Project Assistant is responsible for outreach, recruitment, and enrollment of expectant and parenting fathers into the Direct Assistance to Dads (DAD) Project. The Health Project Assistant will conduct home visits with enrolled fathers and will provide evidence-based programming, assessments, and care planning to ensure optimal father involvement in their partners' and children's lives.

ESSENTIAL FUNCTIONS:

• **HOME VISITING/CASE MANAGEMENT:**

- Develop and maintain supportive and trusting relationships with fathers in the targeted zip code area to assure optimal health and wellbeing of father and their families.
- Conduct home visits and complete needs assessments/care plans tailored to participants' needs.
- Provide ongoing home visits and phone contact based on families' needs as prescribed by DAD Project protocols.
- Develop and implement case management and care plans for resolution of assessed client/family needs.
- Complete developmental screening and assessments of participant and child's physical, social, psychological, and environmental health status.
- Document case management within SPHERE according to MHD requirements.
- Act as an advocate for fathers regarding needed resources from governmental, community, and private agencies.
- Provide Nurturing Fathers Program, 24/7 Dad and Parents as Teachers curriculum as part of home visits.
- Teach positive relationship-building skills and enhance constructive involvement of fathers with family.
- Teach prevention and promote the adoption of healthy behaviors and access to preventative health care.
- Provide education on primary, secondary, and tertiary health problems.

• **CASE COLLABORATION:**

- Function as a member of a multidisciplinary, multi-program team working in collaboration with the Public Health Nurses, social workers, and community health workers in the Empowering Families of Milwaukee (EFM), Nurse-Family Partnership (NFP), and Parents Nurturing and Caring for their Children (PNCC) home visiting programs.
- Provide case consultation and joint home visits as needed with partners in EFM, NFP, and PNCC regarding father needs and engagement.
- Encourage father involvement in joint EFM and NFP home visits with partner.
- Attend relevant program meetings, training sessions, and community meetings.
- Participate in the orientation and ongoing training for the DAD Project.
- Participate in data collection, program evaluation, and preparation of reports pertinent to objectives of the program.

• **COMMUNITY OUTREACH:**

- Conduct outreach in the targeted community to engage and enroll expectant and parenting fathers with children less than 18 months of age.
- Conduct outreach to their partners, as well, for enrollment in the EFM, NFP, and PNCC programs.
- Attend appropriate fatherhood-related community meetings, events, and initiatives.
- Establish and maintain relationships with area fatherhood programs and other community-based organizations that serve fathers and their children.
- Collaborate with Impact 2-1-1 to establish and maintain resources for fathers in the community.

CONDITIONS OF EMPLOYMENT:

- The current work schedule is 8:00 a.m.-4:45 p.m.; however, scheduling flexibility is required to meet the needs of the department.
- Willingness to carry a mobile device for business purposes.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Three years of experience working in a social service capacity performing duties related to this position, including managing cases and conducting home visits, performing outreach, and collaborating with community partners.

Health Project Assistant (DAD)

Equivalent combinations of education and experience may be considered.

- Valid driver's license at time of appointment and throughout employment and the availability of a properly-insured personal vehicle for use on the job (*automobile allowance provided*).

IMPORTANT NOTE: *To receive credit for college, transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box DAD, Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Only applications with transcripts will be considered; applications without transcripts will be rejected.*

DESIRABLE QUALIFICATIONS:

- Bachelor's degree or associate degree in a social service-related field from an accredited college or university.
- Experience working with fatherhood initiatives.
- Ability to read, write and speak Spanish.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of community health principles.
- Knowledge of fatherhood programs and goals.
- Interpersonal skills: ability to establish and maintain effective working relationships in a multi-cultural, multi-disciplinary environment.
- Ability to work well both independently and collaboratively with others.
- Problem-solving and decision-making skills.
- Oral communication skills.
- Ability to read and understand work-related documents.
- Written communication skills, including the ability to accurately document home visits and prepare reports.
- Ability to cope with sensitive and emotional situations.
- Ability to conduct interviews and home visits in a compassionate, tactful manner.
- Basic computer skills.
- Ability to plan and prioritize work and follow through on assignments.
- Commitment to serve the public honestly and with sensitivity.
- Ability to maintain confidentiality regarding all City-related business.
- Presentation and training skills.

SALARY:

- The current starting salary (PG 5BN) is \$30,228 annually for City of Milwaukee residents. The non-resident starting salary is \$29,781 annually. An excellent benefit package is also offered.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 1, 2014**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact 414.286.3751.

APPLICATIONS and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from www.milwaukee.gov/jobs, or by calling 414.286.3751.